BUSINESS EDUCATION FORUM

EDITOR'S NOTE: The Index to articles published in BUSINESS EDUCATION FORUM is an annual service to members, libraries, and students. The FORUM is owned and published by the National Business Education Associatcn.

Subject Headings

Accounting
Administration and supervision
Adult education
Automation (see Data processing)
Banking
Basic business
Bookkeeping (see Accounting)
Business ownership and management
Career education
Clerical (see Office skills)
Communication
Cooperative education
Curriculum
Data Processing
Dictation
Distributive education (see Marketing and distribution)
Economics (see Basic business)
Equipment and supplies
Ethics
Evaluation
General business (see Basic business)
Handicapped
Human relations
Individualized instruction
International education
Issues and trends
Legislation
Mainstreaming
Marketing and distribution
Microcomputers
National Association for Business Teacher Education
National Business Education Association
Office machines (see Equipment and supplies)
Office skills
Policies Commission statements
Postsecondary education
Professionalism
Promotion (see Public relations)
Public relations
Research
Secretarial/stenographic
Sex stereotyping
Shorthand (see Secretarial/stenographic)
Simulation
Student activities
Surveys (see Research)
Teacher education
Transcription (see Secretarial/stenographic)
Trends (see Issues and trends)
Typewriting
Word processing

Author and Subject Entries

ACCOUNTING
Accounting instruction in a business learning center. Mildred K. Polisky. 36:12-15 Nov 81
The diagnostic process in accounting evaluation. Ralph Ruby, Jr., Scott H. Peterson, and Jack Solem. 36:17-19 Dec 81
High school guidance for college accounting success. Virginia Hartman, Paul Nix, Mel McFetridge, and Daniel G. Hertz. 36:20-21 Apr 82
Integrating data processing with high school accounting. Kenneth W. Brown and Stanley R. King. 36:16-18 Feb 82
Learning accounting under the mastery technique system. Martin J. Lecker. 36:10-13 Mar 82
Methods for translating financial statements of foreign subsidiaries. John S. Kaminarides. 36:25-26 Oct 81
Planning an accounting career. David H. Weaver and Edward B. Brower. 36:18-20 May 82
Preparing accounting students for today's business needs. Ben A. Milchman. 36:12-14 May 82
Teaching the trade-in of plant assets according to internal revenue service code. Donald J. Guerrieri. 36:11-12 Jan 82
What effect does completing introductory accounting on an individual progress basis have on subsequent courses? Thomas B. Duff and Lawrence J. Syck. 36:32-35 Mar 82

ADMINISTRATION and supervision
Administration and supervision in business education. 36:21-27 May 82
The challenges facing state supervision today. Betty C. Fry. 36:21-22 May 82
Responsibilities of secondary business department heads. Kenneth L. Gorman. 36:24-27 May 82
Role of the supervisor in proprietary institutions. Jan V. Eisenhour. 36:22-24 May 82

ADULT education
Self-paced learning—does it work? Donna Forell. 36:4-5 Nov 81

AULD, Lorene, Annette Nunez, and Doris Bentley
Shorthand learning problems: diagnosis and prescriptions. 36:11-13 Feb 82

BAKER, Robert Lee, Jr.
Contract grading in the basic business class. 36:13-14 Mar 82

BANKING
A cashless society—will you be ready? Hilda Saunders. 36:24-25 Apr 82
It's "now" time! Nancy J. Groneman. 36:14-16 Jan 82
Methods for translating financial statements of foreign subsidiaries. John S. Kaminarides. 36:25-26 Oct 81
Update money management units in terms of new legislation. John P. Manzer. 36:15-18 Nov 81

BASIC business
Basic business: a mandate for all business educators. Les R. Dlabay. 36:37-38 Feb 82
A cashless society—will you be ready? Hilda Saunders. 36:24-25 Apr 82
Contract grading in the basic business class. Robert Lee Baker, Jr. 36:13-14 Mar 82
Generic supermarket products: a relevant basic business unit. Bella G. Clinkscale. 36:13-16 Feb 82
Giving college credit for basic business competencies. Eugene P. Whitney. 36:15-18 Oct 81
It's "now" time! Nancy J. Groneman. 36:14-16 Jan 82
Keeping "fit" in the basics of business and economics. Michael Bronner. 36:14-17 Dec 81
Update money management units in terms of new legislation. John P. Manzer. 36:15-18 Nov 81

BAUMGARDNER, Mary
Above and beyond the skills. 36:9-10 Nov 81

BEHLING, Robert P. and Lloyd D. Brooks
Microcomputer selection needs careful evaluation. 36:30-31 Dec 81

BENTLEY, Doris, Annette Nunez, and Lorene Auld
Shorthand learning problems: diagnosis and prescriptions. 36:11-13 Feb 82

BERNARDI, Ray and Orville F. Boes
Using the computer to teach specific communication skills. 36:14-15 May 82

BOES, Orville F. and Ray Bernardi
Using the computer to teach specific communication skills. 36:14-15 May 82

BRITTAIN, Kathy H.
Needs assessment survey for data processing curriculum. 36:18-20 Oct 81

BRONNER, Michael
Keeping "fit" in the basics of business and economics. 36:14-17 Dec 81

BROOKS, Lloyd D. and Robert P. Behling
Microcomputer selection needs careful evaluation. 36:30-31 Dec 81

BROWER, Edward B. and David H. Weaver
Planning an accounting career. 36:18-20 May 82

BROWN, Kenneth W. and Stanley R. King
Integrating data processing with high school accounting. 36:16-18 Feb 82

BUSINESS ownership and management
Effective education for business ownership and management. 36:30-35 Apr 82
Entrepreneurs and the marketing mix. Robert A. Ristau. 36:31-32 Apr 82
Entrepreneurship: a high priority for business educators. John S. Russell. 36:32-35 Apr 82
Planning a career as a business owner. Dean Clayton. 36:23-25 Nov 81
Planning a career in management. Celestine Mongo. 36:27-29 Apr 82
Small business instruction: a case for specifics. Thomas L. Powers. 36:30-31 Apr 82

CALHOUN, Calfrey C.
Planning a career in business teaching. 36:28-34 Oct 81

CAMARDELLO, Michael
Mainstreaming need not mean "upstreaming"! 36:5-6 Mar 82

CAMPBELL, Melvin E. and Carl E. Jorgensen
Business classroom and laboratory equipment. 36:29-48 Jan 82

CANNON, Mark W.
What business educators can do to help prevent crime: teach values. 36:3-7 Dec 81

CAREER education
The appropriate resume for today's business employment. Judie Christensen Cochran. 36:7-8 Feb 82
Job interviews: from stress to success. Edward H. Goodin. 36:7-8 Mar 82
Planning a career as a business owner. Dean Clayton. 36:23-25 Nov 81
Planning a career in business teaching. Calfrey C. Calhoun. 36:28-34 Oct 81
Planning a career in electronic data processing. Merle Wood 36:22-25 Jan 82
Planning a career in management. Celestine Mongo. 36:27-29 Apr 82
Planning a career in marketing and distribution. Mary K. Klaurens. 36:20-23 Mar 82
Planning a career in the administrative support area. Lucille Stoddard and Douglas Warner. 36:20-22 Feb 82

Planning an accounting career. David H. Weaver and Edward B. Brower. 36:18-20 May 82
Planning for a career in business. Alton V. Finch, Vicki M. Johnson, Vickie Quinn Ramsey, and Brenda F. Williams. 36:26-30 Dec 81

CASADY, Mona J.
Selecting WP equipment. 36:28-32 Nov 81

CASEY, John E.
Transform your classroom into a specialty store. 36:21-22 Dec 81

CLAYTON, Dean
Planning a career as a business owner. 36:23-25 Nov 81

CLINKSCALE, Bella G.
Generic supermarket products: a relevant basic business unit. 36:13-16 Feb 82

COCHRAN, Judie Christensen
The appropriate resume for today's business employment. 36:7-8 Feb 82

COMMUNICATION
Business communications: a teaching challenge in Bermuda. Hazel Oakley. 36:12-13 Apr 82
Data processing students can reap rewards from improved written communication skills. Steven Golen. 36:8-10 May 82
Dictation: an added dimension to communication instruction. Marie E. Flatley. 36:12-15 Oct 81
Effective instruction in the total communication process. Joan M. Lacombe. 36:20-22 Jan 82
Empathy, communication, and the "people" perspective. Thomas E. Harris. 36:22-24 Dec 81
The impact of faulty mechanics on written communications. Thomas L. Means. 36:14-15 Mar 82
Integrate advanced typing and business communication. Jo Ann Hennington and Doris Howard. 36:18-21 Nov 81
Interpersonal communication: replacing passive behavior with assertive behavior. Jack E. Hulbert. 36:25-29 Feb 82
Using the computer to teach specific communication skills. Orville F. Boes and Ray Bernardi. 36:14-15 May 82
Word originators "menu" for composing effective letters. Julie Griffin Levitt. 36:24-25 Feb 82

COOPERATIVE education
Providing the leadership in coordinating classroom and on-the-job training. Roger Ditzenberger. 36:18-19 Jan 82

CROOKE, Lois Zimmerman
Differing entry-level skills demand innovative instruction. 36:20-23 Oct 81

CURRICULUM
Needs assessment survey for data processing curriculum. Kathy H. Brittain. 36:18-20 Oct 81
New curriculum needed for prospective office managers. Adena Williams Loston. 36:8-9 Dec 81

DATA processing
Computers in the typing class? Ivan G. Wallace. 36:27-28 Nov 81
Data processing students can reap rewards from improved written communication skills. Steven Golen. 36:8-10 May 82
Electronic mail: another justification for using computers in the classroom. Patricia A. Murranka. 36:18-20 Feb 82
Integrating data processing with high school accounting. Kenneth W. Brown and Stanley R. King. 36:16-18 Feb 82
The introductory DP course: its objectives and content. James Hunter. 36:13-15 Apr 82
Microcomputer selection needs careful evaluation. Robert P. Behling and Lloyd D. Brooks. 36:30-31 Dec 81
Microcomputers for everyone. Ronald Merchant. 36:18-20 Mar 82
Needs assessment survey for data processing curriculum. Kathy H. Brittain. 36:18-20 Oct 81
The place for microcomputers in marketing education. Betty Heath. 36:29-30 Feb 82
Planning a career in electronic data processing. Merle Wood. 36:22-25 Jan 82
Prepare students for integrated DP/WP systems. Christine M. Haff. 36:19-20 Jan 82
A taxonomy of program design: a beginning. Anne C. Steele. 36:26-27 Jan 82

DeAYORA, Michael and William A. Stull
Improving instruction in the marketing-related class. 36:32-33 Nov 81

DENNEE, Jean
Word processing without equipment—it can be done! 36:35-37 Feb 82

DICTATION
Dictation: an added dimension to communication instruction. Marie E. Flatley. 36:12-15 Oct 81
Dictation training in secretarial skill courses. Kenneth R. Mayer. 36:9-10 Jan 82

DITZENBERGER, Roger
Providing the leadership in coordinating classroom and on-the-job training. 36:18-19 Jan 82

DLABAY, Les R.
Basic business: a mandate for all business educators. 36:37-38 Feb 82

DRISKA, Robert S.
Effective steps in teaching typewritten transcription. 36:15-18 Apr 82

DUFF, Thomas B. and Lawrence J. Syck
What effect does completing introductory accounting on an individual progress basis have on subsequent courses? 36:32-35 Mar 82

EASTMAN, Adaline Jones
What does membership in NBEA mean to a business teacher? 36:3-4 Oct 81

EIDE, Carol J. and M. Andrea Holmes
Skill building—a positive approach to improve keyboarding. 36:13-14 Dec 81

EISENHOUR, Jan V.
Role of the supervisor in proprietary institutions. 36:22-24 May 82

EQUIPMENT and supplies
Business classroom and laboratory equipment. Carl E. Jorgensen and Melvin E. Campbell. 36:29-48 Jan 82
Microcomputer selection needs careful evaluation. Robert P. Behling and Lloyd D. Brooks. 36:30-31 Dec 81
Microprocessing: the dust never seems to settle. Thomas Keller. 36:33-35 Feb 82
Selecting WP equipment. Mona J. Casady. 36:28-32 Nov 81

ETHICS
Let it begin with me: reflections. Gloria M. McDonnell. 36:6 Apr 82
What business educators can do to help prevent crime: teach values. Mark W. Cannon. 36:3-7 Dec 81

EVALUATION
Contract grading in the basic business class. Robert Lee Baker, Jr. 36:13-14 Mar 82
The diagnostic process in accounting evaluation. Ralph Rudy, Jr., Scott H. Peterson, and Jack Solem. 36:17-19 Dec 81

FINCH, Alton V., Vicki M. Johnson, Vickie Quinn Ramsey, and Brenda F. Williams
Planning for a career in business. 36:26-30 Dec 81

FLATLEY, Marie E.
Dictation: an added dimension to communication instruction. 36:12-15 Oct 81

FORELL, Donna
Self-paced learning—does it work? 36:4-5 Nov 81

FRY, Betty C.
The challenges facing state supervision today. 36:21-22 May 82

GADES, Robert E. and Birdie H. Holder
A new approach to keyboarding numbers. 36:10-12 Nov 81

GINN, Bo
Vocational education: a legislative priority. 36:3-4 Mar 82

GODDARD, M. Lee and James H. Raabe
The effect of PL 94-142 on secondary business education. 36:29-32 Mar 82

GOLEN, Steven
Data processing students can reap rewards from improved written communication skills. 36:8-10 May 82

GOODIN, Edward H.
Job interviews: from stress to success. 36:7-8 Mar 82

GORMAN, Kenneth L.
Responsibilities of secondary business department heads. 36:24-27 May 82

GRONEMAN, Nancy J.
It's "now" time! 36:14-16 Jan 82

GUERRIERI, Donald J.
Teaching the trade-in of plant assets according to internal revenue service code. 36:11-12 Jan 82

HADEN, Harold
Where have all the flowers gone? 36:6-7 Jan 82

HAFF, Christine M.
Prepare students for integrated DP/WP systems. 36:19-20 Jan 82

HALL, Rebecca A.
Opening activities for the typewriting class. 36:9-11 Feb 82

HANDICAPPED
The effect of PL 94-142 on secondary business education. M. Lee Goddard and James H. Raabe. 36:29-32 Mar 82
Mainstreaming need not mean "upstreaming"! Michael Camardello. 36:5-6 Mar 82 Mar 82
Opportunities for the disabled as word processing secretaries. Margaret Shearer. 36:10-12 May 82

HARRIS, E. Edward
Student recruitment: a major challenge facing business teacher education institutions. 36:27-29 Mar 82

HARRIS, Thomas E.
Empathy, communication, and the "people" perspective. 36:22-24 Dec 81

HARTMAN, Virginia, Paul Nix, Mel McFetridge, and Daniel G. Hertz
High school guidance for college accounting success. 36:20-21 Apr 82

HAUGEN, Stephanie Rose
Motivating club members to share fund-raising efforts. 36:23-25 Oct 81

HEATH, Betty
The place for microcomputers in marketing education. 36:29-30 Feb 82

HENNINGTON, Jo Ann and Doris Howard
Integrate advanced typing and business communication. 36:18-21 Nov 81

HERBERT, Mellanie
Microcomputer-assisted instruction: equal may be better. 36:31-33 Feb 82

HERTZ, Daniel G., Virginia Hartman, Paul Nix, and Mel McFetridge
High school guidance for college accounting success. 36:20-21 Apr 82

HOLDER, Birdie H. and Robert E. Gades
A new approach to keyboarding numbers. 36:10-12 Nov 81

HOLLEY, Jeanne L.
Word processing instruction demands change in emphases. 36:22-24 Apr 82

HOLMES, M. Andrea and Carol J. Eide
Skill building—a positive approach to improve keyboarding. 36:13-14 Dec 81

HOSLER, Mary Margaret
A review of research to aid you in the classroom—highlighting microcomputers and word processors (introduction). 36:31 Feb 82

HOSLER, Russell J.
Too many business teacher education programs? 36:25-27 Mar 82

HOWARD, Doris and Jo Ann Hennington
Integrate advanced typing and business communication. 36:18-21 Nov 81

HULBERT, Jack E.
Interpersonal communication: replacing passive behavior with assertive behavior. 36:25-29 Feb 82

HUMAN relations
Empathy, communication, and the "people" perspective. Thomas E. Harris. 36:22-24 Dec 81
Interpersonal communication: replacing passive behavior with assertive behavior. Jack E. Hulbert. 36:25-29 Feb 82
The personal service industry today. J. W. Marriott, Jr. 36:41-43 Oct 81

HUNTER, James
The introductory DP course: its objectives and content. 36:13-15 Apr 82

HUSTED, Stewart W.
Using controversy to teach advertising and promotion. 36:16-18 Mar 82

INDIVIDUALIZED instruction
Accounting instruction in a business learning center. Mildred K. Polisky. 36:12-15 Nov 81
Cost effectiveness and student learning, part II. Ted Yerian and Carl W. Salser, Jr. 36:3-7 Feb 82
Individualized instruction: bandwagon on the roll. Alice L. Schultz. 36:7-8 Apr 82
Machine transcription: teach it as an independent study. L. Marilyn Stinson. 36:5-6 May 82
Self-paced learning—does it work? Donna Forell. 36:4-5 Nov 81
What effect does completing introductory accounting on an individual progress basis have on subsequent courses? Thomas B. Duff and Lawrence J. Syck. 36:32-35 Mar 82

INTERNATIONAL education
Business communications: a teaching challenge in Bermuda. Hazel Oakley. 36:12-13 Apr 82

ISSUES and trends
Business needs of the future: the challenge to business education. Egils Milbergs. 36:3-4 May 82
Cost effectiveness and student learning, part I. Ted Yerian and Carl W. Salser, Jr. 36:3-6 Jan 82
Cost effectiveness and student learning, part II. Ted Yerian and Carl W. Salser, Jr. 36:3-7 Feb 82
Where have all the flowers gone? Harold Haden. 36:6-7 Jan 82

JOHNSON, Vicki M., Alton V. Finch, Vickie Quinn Ramsey, and Brenda F. Williams
Planning for a career in business. 36:26-30 Dec 81

JORGENSEN, Carl E. and Melvin E. Campbell
Business classroom and laboratory equipment. 36:29-48 Jan 82

KAMINARIDES, John S.
Methods for translating financial statements of foreign subsidiaries. 36:25-26 Oct 81

KELLER, Thomas
Microprocessing: the dust never seems to settle. 36:33-35 Feb 82

KING, Stanley R. and Kenneth W. Brown
Integrating data processing with high school accounting. 36:16-18 Feb 82

KLAURENS, Mary K.
Planning a career in marketing and distribution. 36:20-23 Mar 82

KOCAR, Marcella J.
Machine shorthand: a viable alternative. 36:11-12 Oct 81

KOSAK, Katherine B.
Help wanted: professional secretaries. 36:11-12 Dec 81

KUTIE, Rita C.
Beyond word processing. 36:23-24 Mar 82

LACOMBE, Joan M.
Effective instruction in the total communication process. 36:20-22

LECKER, Martin J.
Learning accounting under the mastery technique system. 36:10-13 Mar 82

LEGISLATION
The effect of PL 94-142 on secondary business education. M. Lee Goddard and James H. Raabe. 36:29-32 Mar 82
Update money management units in terms of new legislation. John P. Manzer. 36:15-18 Nov 81
Vocational education: a legislative priority. Bo Ginn. 36:3-4 Mar 82

LEVITT, Julie Griffin
Word originators "menu" for composing effective letters. 36:24-25 Feb 82

LOSTON, Adena Williams
New curriculum needed for prospective office managers. 36:8-9 Dec 81

LYND, Robert and Lester E. Sanders
Integrating research into the MDE program. 36:25-27 Apr 82

MAINSTREAMING
Mainstreaming need not mean "upstreaming"! Michael Camardello. 36:5-6 Mar 82

MANZER, John P.
Update money management units in terms of new legislation. 36:15-18 Nov 81

MARKETING and distribution
Improving instruction in the marketing-related class. William A. Stull and Michael DeAyora. 36:32-33 Nov 81
Integrating research into the MDE program. Lester E. Sanders and Robert Lynd. 36:25-27 Apr 82
Motivating club members to share fund-raising efforts. Stephanie Rose Haugen. 36:23-25 Oct 81
Nontraditional recruiting for postsecondary education. Elizabeth R. Strenkowski. 36:15-18 May 82
The place for microcomputers in marketing education. Betty Heath. 36:29-30 Feb 82
Planning a career in marketing and distribution. Mary K. Klaurens. 36:20-23 Mar 82
Providing the leadership in coordinating classroom and on-the-job training. Roger Ditzenberger. 36:18-19 Jan 82
Transform your classroom into a specialty store. John E. Casey. 36:21-22 Dec 81
Using controversy to teach advertising and promotion. Stewart W. Husted. 36:16-18 Mar 82

MARRIOTT, J. W., Jr.
The personal service industry today. 36:41-43 Oct 81

MAYER, Kenneth R.
Dictation training in secretarial skill courses. 36:9-10 Jan 82

MCDONNELL, Gloria M.
Let it begin with me: reflections. 36:6 Apr 82

MCFETRIDGE, Mel, Virginia Hartman, Paul Nix and Daniel G. Hertz
High school guidance for college accounting success. 36:20-21 Apr 82

MCMULLAN, Linda
Changing technology impacts on typewriting curriculum. 36:13-14 Jan 82

MEANS, Thomas L.
The impact of faulty mechanics on written communications. 36:14-15 Mar 82

MERCHANT, Ronald
Microcomputers for everyone. 36:18-20 Mar 82

MICROCOMPUTERS
Computers in the typing class? Ivan G. Wallace. 36:27-28 Nov 81
Microcomputer selection needs careful evaluation. Robert P. Behling and Lloyd D. Brooks. 36:30-31 Dec 81
Microcomputer-assisted instruction: equal may be better. Mellanie Herbert. 36:31-33 Feb 82
Microcomputers for everyone. Ronald Merchant. 36:18-20 Mar 82
Microprocessing: the dust never seems to settle. Thomas Keller. 36:33-35 Feb 82
The place for microcomputers in marketing education. Betty Heath. 36:29-30 Feb 82
Using the computer to teach specific communication skills. Orville F. Boes and Ray Bernardi. 36:14-15 May 82

MILBERGS, Egils
Business needs of the future: the challenge to business education. 36:3-4 May 82

MILCHMAN, Ben A.
Preparing accounting students for today's business needs. 36:12-14 May 82

MONGO, Celestine
Planning a career in management. 36:27-29 Apr 82

MURRANKA, Patricia A.
Electronic mail: another justification for using computers in the classroom. 36:18-20 Feb 82

NATIONAL Association for Business Teacher Education
Business education—building programs and strengthening courses (NABTE bulletin 104) 36:25-35 Mar 82
NBEA announces 1981 award of merit winners. 36:32-44 Nov 81

NATIONAL Business Education Association
Business education professional leadership roster. 36:33-50 Dec 81
NBEA announces 1981 award of merit winners. 36:32-44 Nov 81
NBEA convention report—1981. 36:39-47 Oct 81
What does membership in NBEA mean to a business teacher? Adaline Jones Eastman. 36:3-4 Oct 81

NIX, Paul, Virginia Hartman, Mel McFetridge, and Daniel G. Hertz
High school guidance for college accounting success. 36:20-21 Apr 82

NUNEZ, Annette, Doris Bentley, and Lorene Auld
Shorthand learning problems: diagnosis and prescriptions. 36:11-13 Feb 82

OAKLEY, Hazel
Business communications: a teaching challenge in Bermuda. 36:12-13 Apr 82

OFFICE skills
New curriculum needed for prospective office managers. Adena Williams Loston. 36:8-9 Dec 81
S.O.S.: office experience for the small high school. Lois J. Schiffer. 36:6-9 Oct 81

OWNBY, Arnola C.
Typewriting skills needed in the automated office. 36:9-12 Apr 82

PETERSON, Scott H., Ralph Ruby, Jr., and Jack Solem
The diagnostic process in accounting evaluation. 36:17-19 Dec 81

POLICIES Commission statements
This we believe about the value of a business education. 36:6-7 Nov 81

POLISKY, Mildred K.
Accounting instruction in a business learning center. 36:12-15 Nov 81

POSTSECONDARY
Nontraditional recruiting for postsecondary education. Elizabeth R. Strenkowski. 36:15-18 May 82
Role of the supervisor in proprietary institutions. Jan V. Eisenhour. 36:22-24 May 82

PROFESSIONALISM
The effective professional teacher. 36:4-6 Apr 82
What does membership in NBEA mean to a business teacher? Adaline Jones Eastman. 36:3-4 Oct 81

POWERS, Thomas L.
Small business instruction: a case for specifics. 36:30-31 Apr 82

PUBLIC relations
Declining enrollments? Recruit males into your programs. Willis S. Vincent. 36:3-4 Nov 81
Nontraditional recruiting for postsecondary education. Elizabeth R. Strenkowski. 36:15-18 May 82
Promote or perish: an optimistic view of a pessimistic proposition. Hal C. Shields. 36:3-4 Apr 82
Student recruitment: a major challenge facing business teacher education institutions. E. Edward Harris. 36:27-29 May 82
This we believe about the value of a business education. 36:6-7 Nov 81

RAABE, James H., and M. Lee Goddard
The effect of PL 94-142 on secondary business education. 36:29-32 Mar 82

RAMSEY, Vickie Quinn, Alton V. Finch, Vicki M. Johnson, and Brenda F. Williams
Planning for a career in business. 36:26-30 Dec 81

RESEARCH
Integrating research into the MDE program. Lester E. Sanders and Robert Lynd. 36:25-27 Apr 82
Microcomputer-assisted instruction: equal may be better. Mellanie Herbert. 36:31-33 Feb 82
Microprocessing: the dust never seems to settle. Thomas Keller. 36:33-35 Feb 82
A review of research to aid you in the classroom—highlighting microcomputers and word processors (introduction). Mary Margaret Hosler. 36:31 Feb 82
What effect does completing introductory accounting on an individual progress basis have on subsequent courses? Thomas B. Duff and Lawrence J. Syck. 36:32-35 Mar 82

RISTAU, Robert A.
Entrepreneurs and the marketing mix. 36:31-32 Apr 82

ROSS, Charles S.
Copy placement: right or left. 36:8-10 Mar 82

RUBY, Ralph, Jr., Scott H. Peterson, and Jack Solem
The diagnostic process in accounting evaluation. 36:17-19 Dec 81

RUSSELL, John S.
Entrepreneurship: a high priority for business educators. 36:32-35 Apr 82

SALSER, Carl W., Jr. and Ted Yerian
Cost effectiveness and student learning, part I. 36:3-6 Jan 82
Cost effectiveness and student learning, part II. 36:3-7 Feb 82

SANDERS, Lester E. and Robert Lynd
Integrating research into the MDE program. 36:25-27 Apr 82

SAUNDERS, Hilda
A cashless society—will you be ready? 36:24-25 Apr 82

SCHIFFER, Lois J.
S.O.S.: office experience for the small high school. 36:6-9 Oct 81

SCHUETTE, Oscar H.
Error analysis: an essential in typewriting instruction. 36:6-8 May 82

SCHULTZ, Alice L.
Individualized instruction: bandwagon on the roll. 36:7-8 Apr 82

SECRETARIAL/stenographic
Above and beyond the skills. Mary Baumgardner. 36:9-10 Nov 81
Dictation training in secretarial skill courses. Kenneth R. Mayer. 36:9-10 Jan 82
Effective steps in teaching typewritten transcription. Robert S. Driska. 36:15-18 Apr 82
Help wanted: professional secretaries. Katherine B. Kosak. 36:11-12 Dec 81
Job interviews: from stress to success. Edward H. Goodin. 36:7-8 Mar 82
Machine shorthand: a viable alternative. Marcella J. Kocar. 36:11-12 Oct 81
Machine transcription: teach it as an independent study. L. Marilyn Stinson. 36:5-6 May 82
Now is the time to teach machine transcription. Marilyn Wilkins. 36:37-38 Oct 81
Opportunities for the disabled as word processing secretaries. Margaret Shearer. 36:10-12 May 82
Planning a career in the administrative support area. Lucille Stoddard and Douglas Warner. 36:20-22 Feb 82
Shorthand learning problems: diagnosis and prescriptions. Annette Nunez, Doris Bentley, and Lorene Auld. 36:11-13 Feb 82

SEX stereotyping
Declining enrollments? Recruit males into your programs. Willis S. Vincent. 36:3-4 Nov 81

SHEARER, Margaret
Opportunities for the disabled as word processing secretaries. 36:10-12 May 82

SHIELDS, Hal C.
Promote or perish: an optimistic view of a pessimistic proposition. 36:3-4 Apr 82

SIMULATION
S.O.S.: office experience for the small high school. Lois J. Schiffer. 36:6-9 Oct 81

SOLEM, Jack, Ralph Ruby, Jr. and Scott H. Peterson
The diagnostic process in accounting evaluation. 36:17-19 Dec 81

STEELE, Anne C.
A taxonomy of program design: a beginning. 36:26-27 Jan 82

STINSON, L. Marilyn
Machine transcription: teach it as an independent study. 36:5-6 May 82

STODDARD, Lucille and Douglas Warner
Planning a career in the administrative support area. 36:20-22 Feb 82

STRENKOWSKI, Elizabeth R.
Nontraditional recruiting for postsecondary education. 36:15-18 May 82

STUDENT activities
Motivating club members to share fund-raising efforts. Stephanie Rose Haugen. 36:23-25 Oct 81

STULL, William A. and Michael DeAyora
Improving instruction in the marketing-related class. 36:32-33 Nov 81

SYCK, Lawrence J. and Thomas B. Duff
What effect does completing introductory accounting on an individual progress basis have on subsequent courses? 36:32-35 Mar 82

TEACHER education
Planning a career in business teaching. Calfrey C. Calhoun. 36:28-34 Oct 81
Student recruitment: a major challenge facing business teacher education institutions. E. Edward Harris. 36:27-29 Mar 82
Too many business teacher education programs? Russell J. Hosler. 36:25-27 Mar 82

TURNER, Hilda J.
Word processing's challenge to business educators. 36:24-25 Dec 81

TYPEWRITING
Changing technology impacts on typewriting curriculum. Linda McMullan. 36:13-14 Jan 82
Computers in the typing class? Ivan G. Wallace. 36:27-28 Nov 81
Copy placement: right or left. Charles S. Ross. 36:8-10 Mar 82
Differing entry-level skills demand innovative instruction. Lois Zimmerman Crooke. 36:20-23 Oct 81
Effective steps in teaching typewritten transcription. Robert S. Driska. 36:15-18 Apr 82
Error analysis: an essential in typewriting instruction. Oscar H. Schuette. 36:6-8 May 82
Integrate advanced typing and business communication. Jo Ann Hennington and Doris Howard. 36:18-21 Nov 81
Machine transcription: teach it as an independent study. L. Marilyn Stinson. 36:5-6 May 82
A new approach to keyboarding numbers. Birdie H. Holder and Robert E. Gades. 36:10-12 Nov 81
Opening activities for the typewriting class. Rebecca A. Hall. 36:9-11 Feb 82
Skill building—a positive approach to improve keyboarding. M. Andrea Holmes and Carol J. Eide. 36:13-14 Dec 81
Typewriting skills needed in the automated office. Arnola C. Ownby. 36:9-12 Apr 82

VINCENT, Willis S.
Declining enrollments? Recruit males into your programs. 36:3-4 Nov 81

WALLACE, Ivan G.
Computers in the typing class? 36:27-28 Nov 81

WARNER, Douglas and Lucille Stoddard
Planning a career in the administrative support area. 36:20-22 Feb 82

WEAVER, David H. and Edward B. Brower
Planning an accounting career. 36:18-20 May 82

WHITNEY, Eugene P.
Giving college credit for basic business competencies. 36:15-18 Oct 81

WILKINS, Marilyn
Now is the time to teach machine transcription. 36:37-38 Oct 81

WILLIAMS, Brenda F., Alton V. Finch, Vicki M. Johnson, and Vickie Quinn Ramsey
Planning for a career in business. 36:26-30 Dec 81

WOOD, Merle
Planning a career in electronic data processing. 36:22-25 Jan 82

WORD processing
Beyond word processing. Rita C. Kutie. 36:23-24 Mar 82
Now is the time to teach machine transcription. Marilyn Wilkins. 36:37-38 Oct 81
Opportunities for the disabled as word processing secretaries. Margaret Shearer. 36:10-12 May 82
Prepare students for integrated DP/WP systems. Christine M. Haff. 36:19-20 Jan 82
Selecting WP equipment. Mona J. Casady. 36:28-32 Nov 81
Word originators "menu" for composing effective letters. Julie Griffin Levitt. 36:24-25 Feb 82
Word processing instruction demands change in emphases. Jeanne L. Holley. 36:22-24 Apr 82
Word processing without equipment—it can be done! Jean Dennee. 36:35-37 Feb 82
Word processing's challenge to business educators. Hilda J. Turner. 36:24-25 Dec 81

YERIAN, Ted and Carl W. Salser, Jr.
Cost effectiveness and student learning, part I. 36:3-6 Jan 82
Cost effectiveness and student learning, part II. 36:3-7 Feb 82